



THE CITADEL

THE MILITARY COLLEGE OF SOUTH CAROLINA

Professional Internship Components

Of Internships Available: 3

Internship #1: Will be responsible for developing and/or co-developing customized employment and diversity training curriculum for The Citadel's staff, faculty, and cadets. Core curriculum will include: affirmative action/EEO, employment law, harassment/discrimination, multiculturalism in the workplace, and disability awareness in the workplace.

Internship #2: Will be responsible for designing "supervisory toolkits" for Citadel managers/supervisors that will be used as quick reference work tools on subjects such as employment law, interviewing techniques, harassment/discrimination, managing employee performance, conducting performance appraisals, coaching and motivating employees, and termination guidelines.

Internship #3: Will be responsible for developing position training plans for each functional area of the Human Resources Department which includes employment, training and development, benefits, EEO, and data analysis. The internship may also involve assisting in the co-development of a succession plan for the HR department and designing on-line training modules for critical HR functions and processes to be used by the HR team members.

Required & Preferred KSAs for Internships: The successful candidate must have working knowledge/skills of MS Word, Excel, and PowerPoint, and strong written/oral communication skills. Knowledge of employment law & ADDIE is desirable but not required. Must be able to establish good relationships and maintain professionalism with internal customers. The ability to work independently and within established procedures and use discretion in carrying out responsibilities is essential.

Application Process – Internship 1: Submit your resume, a cover letter outlining your interest in and qualifications for the internship opportunity, and a sample training plan on sexual harassment to: Bridgette Monique Beasley, Deputy Director of Human Resources/Chief Diversity Officer, 171 Moultrie Street, Charleston, SC 29409. Application materials can also be submitted to: beasleyb1@citadel.edu.

Application Deadline: January 30, 2009

Application Process – Internship 2: Submit your resume, a cover letter outlining your interest in and qualifications for the internship opportunity, and a sample toolkit that you would design to provide a new supervisor guidelines on "interviewing". Send the requested materials to: Bridgette Monique Beasley, Deputy Director of Human Resources/Chief Diversity Officer, 171 Moultrie Street, Charleston, SC 29409. Application materials can also be submitted to: beasleyb1@citadel.edu. **Application Deadline: January 30, 2009.**

Application Process – Internship 3: Submit your resume, a cover letter outlining your interest in and qualifications for the internship opportunity, and a sample occupational analysis for an HR Recruiter. Send the requested materials to: Bridgette Monique Beasley, Deputy Director of Human Resources/Chief Diversity Officer, 171 Moultrie Street, Charleston, SC 29409. Application materials can also be submitted to: beasleyb1@citadel.edu. **Application Deadline: January 30, 2009.**